

Planning & Development

FY2018 ACTUAL	FY2019 ACTUAL	FY2020 ACTUAL	FY2021 ACTUAL	FY2022 TM ADOPTED	FY2023 REQUESTS	FY2023 PROPOSED
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PLANNING 01175

Personnel Services

Salaries Clerical	\$20,842	\$21,995	\$21,611	\$23,092	\$23,088	
Longevity	\$325	\$375	\$425	\$425	\$425	
Total	\$21,167	\$22,370	\$22,036	\$23,517	\$23,513	

Expenses

Engineering Services	\$927	\$298	\$0	\$1,500	\$1,500	
Printing	\$440	\$441	\$0	\$448	\$1,100	
Supplies and Expenses	\$733	\$431	\$328	\$129	\$625	
Postage	\$627	\$398	\$456	\$325	\$500	
Advertising	\$2,003	\$3,193	\$1,906	\$4,208	\$5,000	
Dues & Subscriptions	\$0	\$0	\$0	\$72	\$100	
Administrative Expenses	\$600	\$600	\$500	\$500	\$600	
Total	\$5,330	\$5,360	\$3,190	\$7,182	\$9,425	

TOTAL BUDGET

	\$26,497	\$26,576	\$25,560	\$29,218	\$32,942	\$32,938
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BUDGET NARRATIVE

Description of Department Function

Describe the overall mission or purpose of the Department.

The Planning Board administers the division of land, subdivision control and zoning in an effort to accommodate long term growth.

Programs and Sub-Programs

Consider and list the actual Programs and Sub-Programs Executed by the Department

Accomplishments

Describe the major describable accomplishments or measurable activities in FY22 or CY21. Use statistics whenever possible.

The Planning Board meets one or two times a month to conduct statutorily required public hearings and continued public hearings on various applications on proposed projects; informal discussions with individuals, including attorneys, architects, and engineers, regarding land located in Millis; consistent review of existing zoning by-laws and subdivision rules and regulations for conformance with State statute and revisions as necessary; recommend to Town Meeting action on current or proposed zoning by-laws.

FY23 Departmental Goals

Describe the initiatives and accomplishments planned for FY23

The goal is to maintain the positive aspects of Millis and work to eliminate or mitigate the negative aspects.

Spending Highlights for FY23

Explain any significant budget changes from FY22

The Planning Board will continue to use its expenditures to maintain its statutory and other required functions.

Non-tax Funding

List any expected non-tax revenues that will be used to fund department activities, including an estimate to be received.

The application fees and other charges (consultant review fees) to applicants are used by the Planning Board to pay for professional review of an application's project and accompanying plans.

S:\BUDGET\FY 2023\Departmental Submissions\Planning Board\FY23 FORM #2 Personnel 1-7-22

TOWN OF MILLIS
FISCAL YEAR 2023 BUDGET

FORM #5

EQUIPMENT DETAIL

DEPARTMENT: Planning Board

CODE	DESCRIPTION	# OF UNITS	VALUE OF TRADE	NEW OR REPLACE	BUDGET REQUEST
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0

FISCAL YEAR 2023 BUDGET
DEPARTMENT: Planning Board

Form #6

Budget Request Above Level Service

Title:

Description of Request:

Detailed Cost Impact:

Justification for Request

Attach copies of reports, master plans, or supporting documentation)



Town of Millis

Host Community Agreement

Marijuana Impact Funds Request Form

Request Date
Requestor's Name
E-mail
Phone
Department

IMPORTANT NOTICE

By signing and submitting this form you agree that the requested funds will be used for the purposes stated in this form.

Category	Demographic Information	Classification
<input type="checkbox"/> Training <input type="checkbox"/> Materials <input type="checkbox"/> Staffing <input type="checkbox"/> Special Event <input type="checkbox"/> General	<input type="checkbox"/> Child <input type="checkbox"/> Middle School <input type="checkbox"/> High School <input type="checkbox"/> Adult/Parent <input type="checkbox"/> Senior <input type="checkbox"/> General	<input type="checkbox"/> Education <input type="checkbox"/> Law Enforcement <input type="checkbox"/> Security <input type="checkbox"/> Public Infrastructure <input type="checkbox"/> Traffic <input type="checkbox"/> Inspections <input type="checkbox"/> Municipal Officials Time

Description of Request:

Funding Start Date
Funding End Date
Total Funding Requested

\$0.00

Detailed Cost Impact:

Type of Expense	Description of Expense	Daily Expenses (Except Airfare)	# of Days	Total Expenses
Salaries			1	\$0.00
Airfare				\$0.00
Ground Transportation			1	\$0.00
Conference/Registration Fees			1	\$0.00
Lodging			1	\$0.00
Meals and Tips			1	\$0.00
Capital Project			1	\$0.00
Miscellaneous			1	\$0.00
		Grand Total		\$0.00

Justification for Request

Attach copies of reports, master plans, or supporting documentation)

Requestor Signature

Date Signed

Approved By

Approval Signature

Date Approved